

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF MAY 3, 2016**

**1. Call to Order at the Municipal Services Building.**

The meeting was called to order at 6:00 p.m. by Cynthia Clay. Clay asked for nominations for a chairperson pro tem. Motion by Mike Hackel, seconded by Larry Kieck, to nominate Andy Eberhardt as chairperson pro tem.

**2. Determine that a quorum is present and that the agenda was properly posted.**

It was determined that a quorum was present and that the agenda had been properly posted. Present were Andy Eberhardt, Mike Hackel and Larry Kieck. Alex Jushchyshyn and Scott Schuerman were absent and excused.

Also present were Public Works Director JJ Larson, Village Administrator Matt Giese, Travis McDermott of MSA, and Utility Clerk Cynthia Clay.

**3. Public Appearances – Public's opportunity to speak to Committee Members about any item that is not a specific agenda item.**

None.

**4. Old Business**

No old business.

**5. New Business**

**a. Discuss and consider charges assessed to lot owner in response to violation of ordinance 224-2(F).**

Doug Noot, owner of Lot 148, Westlawn Estates 1<sup>st</sup> Addition, located on the southwest corner of North Parkview Street and Nightingale Lane, was present. Noot noted that the notice he received had been mailed even though he had in the past asked that Larson contact him by email or phone. Noot said he sent his landscapers out but by the time they got to the lot Public Works already had the bobcat there and were cutting the lot. He indicated that this was the one and only time his crew wasn't fast enough and that was because the notice was mailed. Noot also disputed the use of a bobcat to cut the lot stating that the ordinance says the work is to be performed by the most economical method. Noot claimed that the lot was clear of all rocks and debris and a regular mower could have been used. Larson responded by saying that the ordinance requires written notice giving the owner five days to perform such work. Because of the uncertainty of delivery time, Public Works typically waits two weeks before performing the work so that owners have adequate time to remedy the problem. Also, because they didn't know what they would encounter on the lot, the bobcat with a brush hog attachment was the most logical piece of equipment to do the job. Hackel stated that it was his opinion that the equipment used was appropriate and that he even felt that the rates charged seemed low. Eberhardt stated that he believed Public Works was in compliance with the ordinance and Hackel concurred.

**Motion** by Eberhardt, seconded by Kieck, to not make any adjustment to the charges assessed to the owner of Lot 148, Westlawn Estates 1<sup>st</sup> Addition, located on the southwest corner of North Parkview Street and Nightingale Lane. Motion carried with a voice vote of 3-0-0.

**b. Discuss and consider authorizing MSA to conduct a traffic-signal warrant analysis at the intersection of CTH N and School Road.**

McDermott noted that the cost for the traffic-signal warrant analysis would be approximately \$3,500 and will be funded by the TID. MSA can model in the daycare center and future possible development. MSA would like to complete this while school is still in session.

**Motion** by Hackel, seconded by Eberhardt, to recommend to the Village Board that MSA conduct a traffic-signal warrant analysis at the intersection of CTH N and School Road at a cost not to exceed \$4,000. Motion carried with a voice vote of 3-0-0.

## **6. Engineer's Report**

### **VILLAGE PROJECTS**

#### **Westlawn 3<sup>rd</sup> Addition Wetland Restoration**

Permits have been extended to allow for construction to occur next fall and winter.

#### **2016 Ordinance Updates**

MSA has started working to update the Village ordinances in order to meet new stormwater adaptive management standards. The ordinances will address items such as updated standards in regards to stormwater for new development within the Village. The goal is to have updates to the Village this May.

### **DEVELOPMENT PROJECTS**

#### **Atlantis Valley Foods**

MSA has been conducting weekly erosion control inspections as construction has progressed. The contractors for Atlantis Valley Foods are aware of the plans for the 2016 Commerce Park construction and have been notified of possible site access conflicts from Erb Rd during construction and from Commerce Parkway during surface paving operations.

#### **Clasen Custom Coatings**

Construction started for Clasen Coatings and MSA has been performing weekly erosion control inspections. The contractor installed a water service to the site from the main and extended a sanitary lateral for service.

#### **Rainbow Child Care Center**

MSA is in the process of coordinating with the developer's engineer on addressing conditions for the approval of the site plan. Construction is expected to start once everything for the land disturbance permit is submitted to MSA for review and the permit is issued.

#### **Culver's**

Construction is expected to begin this summer once the land disturbance application is received from the developer and the permit is issued. After the Commerce Park pre-construction meeting, the contractor for Culvers indicated that they are anticipating construction to begin in May.

#### **Cottage Grove Mini Storage**

MSA is working with the developer on addressing the approval conditions and at providing adequate stormwater management to meet the sites requirements.

### **Westlawn Estates 4<sup>th</sup> Addition – Phase III**

Storm sewer was completed for Phase II and road construction is expected to follow. MSA has been on site for construction inspection.

### **TID5**

#### **2016 Commerce Park Improvements**

The contractor signed an agreement to reimburse the Village for costs incurred by the Engineer or Attorney based on getting involved in contract or quality problems during the project. Contracts have been signed and the notice to proceed was issued. A pre-construction meeting was held on site to go over specific project questions and to discuss coordination with adjacent property owners for construction. Construction will be starting in late April/early May. Removals, utility and grading work is expected to take 3-4 weeks with concrete and paving work to follow.

## **7. Director's Report**

Larson reported that the Village has taken all of its salt order for the year, which has amounted to a pile that is smaller than the one from last year. Larson is also currently pulling together a plan for sidewalk repairs to be done this year, which includes working to identify and schedule replacement work. He has already received a proposal for the saw cutting of heaves 1" or larger on sidewalks.

A Tommygate lift-gate has been ordered for the ¾ ton truck. The model that was selected was slightly less expensive than originally quoted. Delivery of the gate is expected in 2-3 weeks.

Five finalists were recently interviewed on Thursday, April 28 for the Public Works Technician position. Larson is hoping to make a final selection and notify all finalists by Friday, May 6.

Larson also reported that Public Works staff will begin summer hours the week after Memorial Day.

## **8. Approve the minutes of the April 5, 2016 Public Works & Properties Committee meeting.**

**Motion** by Kieck, seconded by Hackel, to approve the April 5, 2016 meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

## **9. Set tentative date for next meeting.** The next meeting of the Public Works & Properties committee will be held on June 7, 2016 at 6:00 p.m.

## **10. Future Agenda Items**

- Discuss and consider the old shop.
- Discuss and consider a permanent compost drop-off site.

## **11. Adjournment**

**Motion** by Kieck, seconded by Hackel, to adjourn at 6:50 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Cynthia Clay, Utility Clerk.

Approved on: \_\_\_\_6/7/16\_\_\_\_

*These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.*